

CITY OF WYOMING RULES AND REGULATIONS REGARDING EMPLOYEE PERSONAL CONDUCT

The City of Wyoming expects its employees to conduct themselves in a manner that is productive, maintains the interests of the community, is respectful of other people, is ethical, and whose behavior on and off the job reflects positively on the City. Public employees are constantly under the watchful scrutiny of the general population whether that is a positive act that an employee is credited with or a negative act. An employee who accepts a position with the City of Wyoming is expected to agree to perform his or her duties at a high level of performance and deliver those services conscientiously for the community.

The City of Wyoming performs many diverse and complex services for the community. In accomplishing those responsibilities and tasks, it is impossible to list every single standard that an employee is expected to maintain. Furthermore, there is individual employee accountability and common sense that comes with every job at the City. The following list of rules and regulations regarding employee conduct is not all inclusive but provides an informational source to assist employees in understanding their obligations while under the employ of the City. The following list of rules is generic to many operations in the City and should act as a supplement to individual department rules, union contracts, and other City policies. The City also publishes policies that enumerate upon several of the rules and regulations listed below (e.g. Civil Rights Policy and Information Technology Policy). Periodically new rules, regulations, and policies are issued, and existing ones are changed. When this occurs, employees are notified either directly or through the processes of their respective union contracts.

When an employee violates a rule or regulation or does not perform as required or expected the facts and circumstances will be thoroughly reviewed by management. If it is determined that a rule violation occurred, an employee will be subject to disciplinary action ranging from a verbal warning to dismissal. The levels of disciplinary action are 1.) Verbal (in writing), 2.) Written warning, 3.) Suspension or Disciplinary time off, 4.) Dismissal.

The following actions are considered violations of rules and regulations:

1) Insubordination and Related Misconduct

- a) Failure or refusal to follow instructions or orders from a supervisor, disrespect toward a supervisor, neglect of duty, failure or refusal to carry out job duties or assignments, or other forms of insubordination.

2) Dishonesty and Related Misconduct

- a) Theft or dishonesty of any kind. This includes but is not limited to lying, falsification (either written or verbal) of personnel records, official City records or reports, or withholding information in a City investigation.

3) Improper Treatment of Others and Related Misconduct

- a) Discrimination or reprisal against an employee, participant in a City program or activity, citizen, or other person(s) doing business with the City because of color, race, religion, sex, national origin, height, weight, age or handicap or any other reason prohibited by federal or state law.
- b) Violating the City's Civil Rights Policy.
- c) Interfering with the work of another employee, including, but not limited to, restricting production or influencing another to do so.
- d) Discourteous treatment of fellow employees, vendors, citizens or visitors.
- e) Engaging in abusive, intimidating, threatening or coercive treatment, either physical and/or mental, of another employee or the public on City time or premises.
- f) Engaging in offensive, immoral, indecent or illegal conduct, or using offensive language toward the public, or in public, or toward City officers or employees, while on or off duty.
- g) Making or publishing false, vicious or malicious statements concerning anyone.

4) Misuse of City Property and Records and Related Misconduct

- a) Carelessness or negligence relating to, or misuse or intentional destruction of, City property or monies or another employee's property.
- b) Misuse or removal of any City record of any nature, or disclosing such record or confidential information without proper authorization.
- c) Violating the City's Information Technology Policy.
- d) Unauthorized use of City vehicles, machines, tools and/or equipment.
- e) Accessing City facilities or being present on City property without authorization.
- f) Excessive or improper time spent for personal purposes or excessive or improper personal use of phones, computers, equipment or other technology.
- g) Removal or defacing of any material on City bulletin boards or posting of unauthorized materials.

5) Unsafe Acts and Related Misconduct

- a) Horseplay.

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- b) Provoking, instigating or participating in a fight on City time or premises.
- c) Failure to observe safety rules and common safety practices.
- d) Smoking in an unauthorized area.
- e) Failure to report any job-related accidents or injuries to a supervisor as soon as possible.
- f) Failure to report damage, defects or hazardous conditions relating to City property or a City vehicle to a supervisor as soon as possible.
- g) Any deliberate or careless conduct endangering the safety of oneself or others.
- h) Unauthorized carrying, use or possession of fireworks, firearms, explosives or weapons while on duty or on City property.

6) Absenteeism, Sick Leave Abuse and Related Misconduct

- a) Abuse of sick leave, habitual absenteeism, or other forms of leave.
- b) Failure to report known or anticipated late arrival in advance of the employee's work shift.
- c) Failure to report absence within one hour of the start of the employee's work shift.
- d) Quitting work or leaving the duty area without authorization.
- e) Habitual or excessive tardiness or leaving early.
- f) Absence from work without authorized leave.

7) Illegal and Unethical Acts and Related Misconduct

- a) Using, or threatening or attempting to use personal or political influence in an effort to secure promotion, leave of absence, transfer or change of grade, pay or character of work, or other advantage.
- b) Inducing or attempting to induce, any employee in the service of the City to act in violation of the law or any departmental or City rule(s), regulation(s) or order(s).
- c) Accepting any fee, gift or other considerations of value as a City employee for personal gain or preferential treatment.
- d) Conviction or violation of any criminal or penal statute or ordinance.

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- e) Engaging in action(s) which constitute a conflict of interest toward the City or adversely affects the City's regard or reputation in the community.

8) Misuse of City Motor Vehicles and Related Misconduct

- a) Failure to operate a motor vehicle safely, receiving a motor vehicle violation, not wearing a seat belt or being an at fault driver in an accident.
- b) Operating a vehicle in a reckless manner, driving at excessive speed (excluding emergency vehicles operating according to department policy), driving under the influence of alcohol or illegal drugs or drugs that impair driving ability, leaving the scene of an accident, carrying unauthorized passengers, or gross negligence while operating a vehicle.
- c) Violating the City's Driving and Motor Vehicle Safety Policy.
- d) Unnecessarily allowing City vehicles or equipment to idle or leave keys in City vehicles or equipment unattended. (If there is a department policy regarding this rule, that policy shall be used in the enforcement of this rule.)

9) Improper Personal Behavior and Related Misconduct

- a) Vending, soliciting, distributing literature, circulating a petition, or collecting contributions on the City's time or premises without prior authorization from the City Manager or his designee.
- b) Failure to maintain a work appearance that is appropriate to an employee's job duties.
- c) Sleeping on the job (this excludes Firefighters during their authorized rest time).
- d) Violating the City's Alcohol and Drug Abuse Policy.

10) Other Misconduct

- a) Violation of any departmental rule or other official regulation, policy, order or rule of the City. (Rule, regulation, or policy will be identified in the enforcement of this rule.)

May 30, 1986

October 2007

May 2022 (Update for current policy titles, e.g., Computer Use Policy is now Information Technology Policy)

Rules and Regulations

**Receipt of City of Wyoming
Rules and Regulations Regarding Employee Personal Conduct**

I have received and read the City of Wyoming Rules and Regulations Regarding Employee Personal Conduct. I understand that I am responsible for adhering to the rules and regulations described therein. I understand that these rules and regulations may be added to or changed by the City at any time. It is my responsibility to bring any questions I have about the City of Wyoming Rules and Regulations Regarding Employee Personal Conduct to my supervisor.

Date: _____

Employee Signature: _____

Employee Name (please print): _____

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